



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER I

\$4,912 - \$5,926

LEGISLATIVE OFFICE

SACRAMENTO

RESPONSIBILITIES: Under the general direction of the Legislative Director, the Staff Services Manager serves as Legislative Coordinator for California Department of Insurance statewide legislative program specializing in sensitive and complex insurance legislation, issues and other related matters of importance to CDI and insurance consumers. Incumbent is a lead person for other legislative office staff. Duties of the position include but are not limited to: developing the most complex and comprehensive legislation necessary to further the mission and goals of the California Department of Insurance (CDI); reviews bill analyses prepared by various departmental staff to ensure that the Department's perspectives have been presented clearly and accurately; develops and communicates CDI's position through bill analysis, bill amendments, letters, and discussions with legislative authors' offices and other state agencies; writes bill language and bill amendments, drafts legislation, position letters, and other background information pertaining to legislation; develops and negotiates solutions and resolutions to complex legislative proposals that impact CDI; engages in complex research and policy analysis of legislation impacting CDI, insurance consumers, and the business of insurance; advises and makes recommendations to the Legislative Director on the potential impact of analyzed legislation; provides testimony before legislative committees. This position is designated as non-supervisory.

DESIRED QUALIFICATIONS:

- Strong analytical and problem solving skills.
- Demonstrated ability to take initiative and work independently as well as a team member.
- Excellent interpersonal skills and demonstrated ability to develop effective working relationships with the public, elected officials and their staff, and departmental employees of all levels.
- Legislative background/experience with current established legislative relationships is strongly desired.
- Excellent communication skills, both verbal and written.
- Ability to give effective oral presentations to high level staff.
- Demonstrated ability to identify solutions and propose plans to achieve proper objectives.
- General knowledge of the insurance industry and the Department's operations and mission.

WHO MAY APPLY: Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. State employees currently on SROA lists or employed by a surplus department are encouraged to apply. *Applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, list eligibility, Training and Development, and reinstatement) on the State application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Elizabeth Garcia, California Department of Insurance - Human Resources, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "SSM I #413-115-4800-LEG" on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: July 5, 2007, or Until Filled

NOTE: Interested individuals must submit an application in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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